

# Workshops

## October– December, 2014

★ **Heber Employment Center**  
**69 N. 600 W., Suite C • Heber City**  
**435-654-6520**

Register for  
 reserved seating.  
 Walk-ins  
 welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
October 7	8:30 AM–10:00 AM
November 4	8:30 AM–10:00 AM
December 2	8:30 AM–10:00 AM
INTERVIEWING SKILLS:	
October 21	8:30 AM–10:00 AM
November 18	8:30 AM–10:00 AM
December 16	8:30 AM–10:00 AM
JOB SEARCHING WITH TECHNOLOGY:	
October 14	8:30 AM–10:00 AM
November 11	8:30 AM–10:00 AM
December 9	8:30 AM–10:00 AM
NETWORKING STRATEGIES:	
October 28	8:30 AM–10:00 AM
November 25	8:30 AM–10:00 AM
December 23	8:30 AM–10:00 AM
EMPLOYMENT ESSENTIALS:	
October 2	8:30 AM–10:30 AM
November 6	8:30 AM–10:30 AM
December 4	8:30 AM–10:30 AM
Life Skills	
BUDGETING AND REBUILDING YOUR FINANCES:	
December 30	8:30 AM–10:00 AM

**RESUMÉ WRITING:** Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**JOB SEARCHING WITH TECHNOLOGY:** Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumé. Basic computer skills required.

**NETWORKING STRATEGIES:** Learn how to design and implement a networking plan.

**EMPLOYMENT ESSENTIALS:** Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

**BUDGETING AND REBUILDING YOUR FINANCES:** Learn how to budget, save, repay debt and build credit.

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



*Equal Opportunity Employer/Program*

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.  
 Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.